

Karen L. Williams

CURRENT HOME ADDRESS

285 South Hughes Road
Howell, MI 48843
Home: 517-545-0568 Personal Cell: 517-304-0929
kentkarenw@aol.com web: www.pastorkent.com/karen.html

CURRENT WORK ADDRESS

Main Street Coordinator
Downtown Development Authority
Howell, MI 48843
Work: 517-545-4240 Work Cell: 517-672-2684
klwilliams@downtownhowell.org
www.downtownhowell.org



PERSONAL INFORMATION

Birth date: July 30, 1963
Marital Status: Married to Kent Williams 2/13/88
Children: *Luke* LeGrande Williams 10/12/89 *Jordan Rock* Williams 1/16/91
Sierra Christian Williams 9/15/95 *JuLee Sky* Williams 10/5/96

WORK EXPERIENCE

MAIN STREET COORDINATOR, CITY OF HOWELL, MI _____ APRIL 2005 - PRESENT

- Downtown Development Authority August 2008- Present
- Coordinate projects, activities and special events of Main Street Committees and DDA.
- Act as office manager and provide assistance to the DDA/Main Street Director.
- Assist Director in development and implementation of marketing and promotional activities.
- Research and develop funding sources for the expansion, development, marketing and improvement of the DDA & Main Street programs.
- Provide administrative assistance to DDA/Main Street Director in meeting management; assemble background materials, prepares agendas, and records action items for various meetings. Prepare minutes, resolutions, ordinances, contracts, administrative policies, correspondence, etc. May provide leadership and support to specific committees as assigned.
- Handle general public inquires both personally and by phone. Receive visitors and telephone inquires. Direct parties to the proper source or answer procedural and limited policy questions.
- Schedule appointments, and perform other administrative and clerical duties. Make reservations and travel arrangements for meetings, seminars, and conventions.

A few Notable Events:

- Organized, Planned, and led a committee for Howell's downtown Fall Festival "The Legend of Sleepy Howell": estimating over 8,500 in attendance and approximately 100 volunteers, and over 50 business supporters and sponsors.
- Implemented and directed Retail Marketing events for the Holiday season.

HOWELL AREA PARKS AND RECREATION DEPARTMENT _____ APRIL 2005-AUGUST 2008

Special Events Coordinator and Site Supervisor
Seasonal /Beach Waterfront Manager Supervisor
Howell Area Teen Center Supervisor (1/2005-10/2007)
Interim Activities Coordinator and Youth Sports (8/2005-12/2006)
Aerobic Instructor and Weight Trainer (09-2007-05/2008)

- Plan and implement events from beginning to end, including: financials, employees, and supplies. Example of successful events: Melon Run, Family Luau, Creepy Campfire and Holiday in the Park

- Recruit, hire, train, schedule, and manage employees and volunteers to include approximately 20 employees for City Park, employees for Howell Area Teen Center, as well as hiring for referees for youth sports.
- Compile and maintain financial reports of beach, youth sports, Howell Teen Center, and special events including: concessions, equipment, payroll, purchases, United Way presentation, and income for event or beach.
- Prepare publicity, schedules, and flyers for activities, including press releases.
- Create ways to raise money through concessions, events, and rentals, including raising sponsorships.
- Personally respond to public inquiries of beach, youth programs, and special events.
- Plan, schedule, and implement all team sports, and maintain correspondence with coaches, referees, and parents.
- Coordinate basketball and soccer teams for over 500 children, recruiting and training coaches, and referees.
- Teach aerobic classes, circuit classes with weights, manage weight room, and train new members on weights.

A few Notable Events:

- Conceived and planned *Family Luau on Beach* 2005-2006-2007.
- *Last Day Break-Away* for over 500 teenagers 2005-2006-2007.
- Conceived and planned *Holiday in the Park* A month long Christmas event which required recruiting businesses sponsorship and community participation.

All-American Football League (Team Michigan), Livonia, MI ___ January 2008 – March 2008

Sales- Perform any and all duties pertaining to sponsorship sales and ticket sales: group and individual.

WATER AEROBIC INSTRUCTOR, HARTLAND, MI, CONSOLIDATED SCHOOL _____ JUNE 2008 TO PRESENT

Teach water aerobic classes to various ages.

HICKORY DICKORY DOCK FAMILY ENTERTAINMENT CENTER, ROCK HILL, SC__ JAN. 2003 – JULY 2004

Marketing Director and Public Relations

- All Marketing responsibilities including but not limited to: written and verbal communication with churches, sports teams, schools, and other community groups in planning and scheduling parties and special events.
- Communications included: Making cold calls, designing and mailing out of flyers, and often just reading to kid's at the schools to maintain superlative communication.
- Planned all aspects of Hickory Dickory Dock's first summer camp, which included: movies, swimming, theme days, baking and exercise classes.

GOLD HILL YMCA, FORT MILL, SC _____ SUMMER 2002-2004

Around The World Camp Director (Contract Labor)

All aspects of programming camp: Promoting, scheduling, staffing, planning, and implementing the curriculum I wrote. Using crafts and games, with the goal of teaching children about various parts of the world.

AQUATIC AEROBIC INSTRUCTOR, ROCK HILL, SC _____ 2002-2005

(Contract Labor) Taught water aerobics to adults.

PENSACOURT, PENSACOLA, FL _____ 2000-2002

Aquatic Director and Instructor

- Developing membership through special events.
- Promote special events through flyers, advertisements, and press releases.
- All aspects of event management including recruiting sponsorships.
- Management responsibilities include: hiring, scheduling, and training aquatic staff of 15-20
- Developing and implementing programs and classes.

Aerobic Instructor, Fitness Specialist, Water Aerobic Instructor, Personal Trainer

- Training new clients on weights.
- Genesis Class (Specialty Training for new clients) –training a class of 6 participants 6 week segments in cardio and weight training.
- Teaching various classes including: aerobic classes (water and land classes), swim lessons, Kid's Gym classes.

VOLUNTEER WORK

- Organized at least 20 large events for community organization or church organizations. 1985-Present
- Directed 6 Musical/Dramas from beginning to end 2000-2007
- Written numerous scripts for Weekly drama and skits for children's church.
- Gone on multiple mission trips working with seniors in Nursing homes, planning skits, music, games, constructions. Served in Puerto Rico in G.A. and Acteen Camps.
- Taught in the Church for over 25 years in Sunday School, Vacation Bible School, Discipleship, missions, and drama.

EDUCATION

1992-1995 **SOUTHWESTERN BAPTIST THEOLOGICAL SEMINARY**, Fort Worth, Texas; *Church Recreation*

1984-1986 **THE CITADEL**, Charleston, South Carolina, *Business*

1982-1984 **THE COLLEGE OF CHARLESTON**, Charleston, South Carolina

Other Certifications: National Main Street Program:

Promotion Certificate

Design Certificate

Economic Structure Certificate

Organization Certificate

FITNESS CERTIFICATES: ACE Personal Training, AFAA Aerobic (Multiple Years), National Dance and Exercise Training Association, Arthritis Foundation Certification, Multiple Water Aerobic and Safety Certificates.

References Available Upon Request